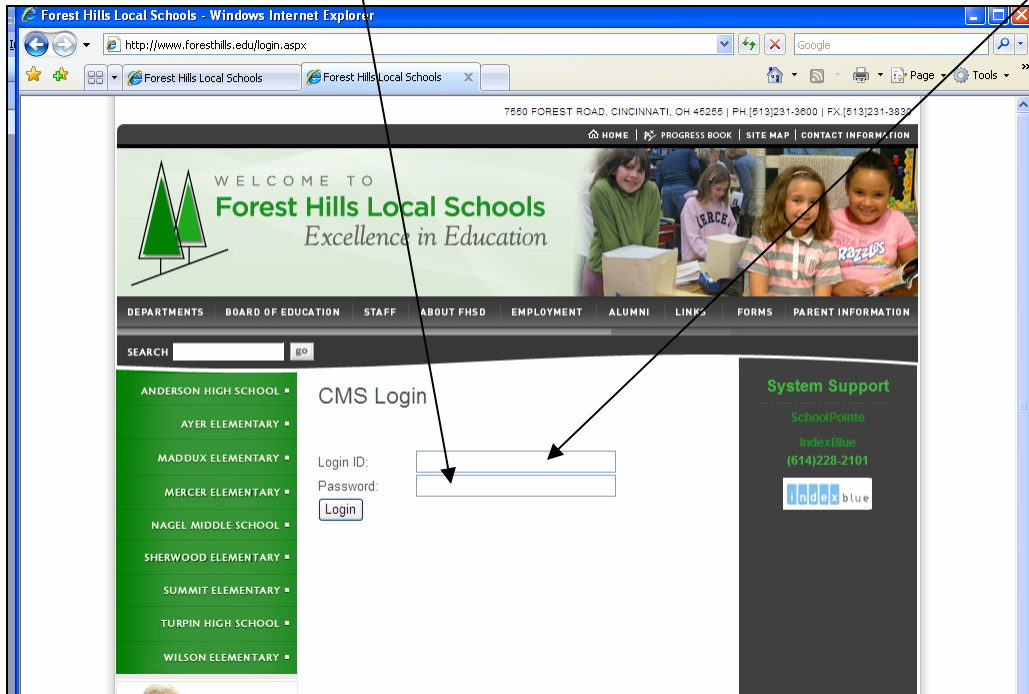
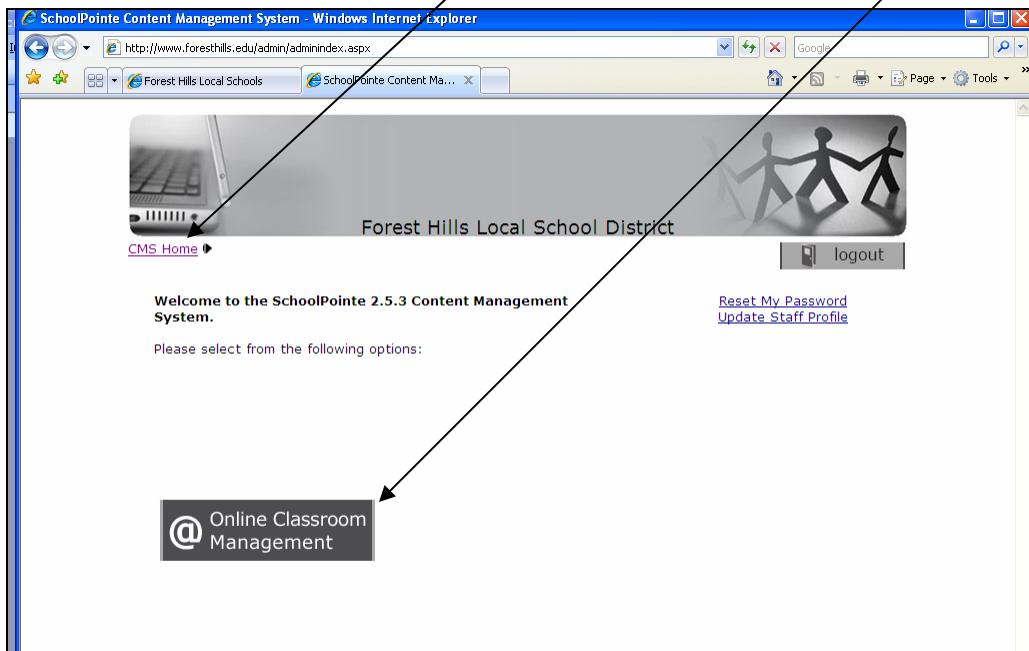


HOW TO MAKE A TEACHER PAGE FOR THE TURPIN WEBSITE

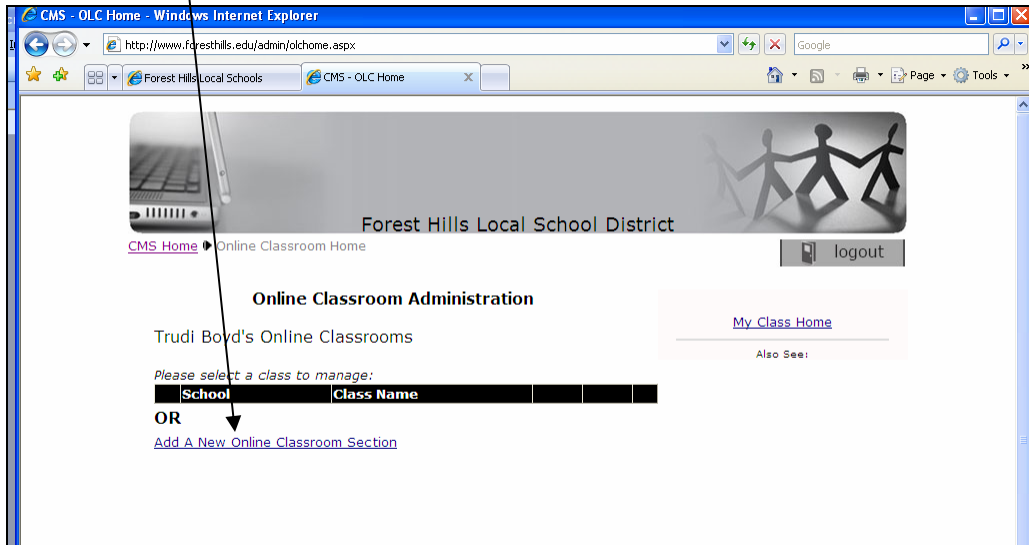
1. Tell Gretchen Miller that you want to make a Teacher Webpage for the website. You can either stop in her office or email her. The only thing you need to tell her is what you want your password to be. She will give you access to the website.
2. Using Internet Explorer, access the Internet and go to <http://www.foresthills.edu/login.aspx>. Your login is your Forest Hills email address (long form), for example, gretchen.miller@foresthills.edu (not gmiller@foresthills.edu). Enter your password.



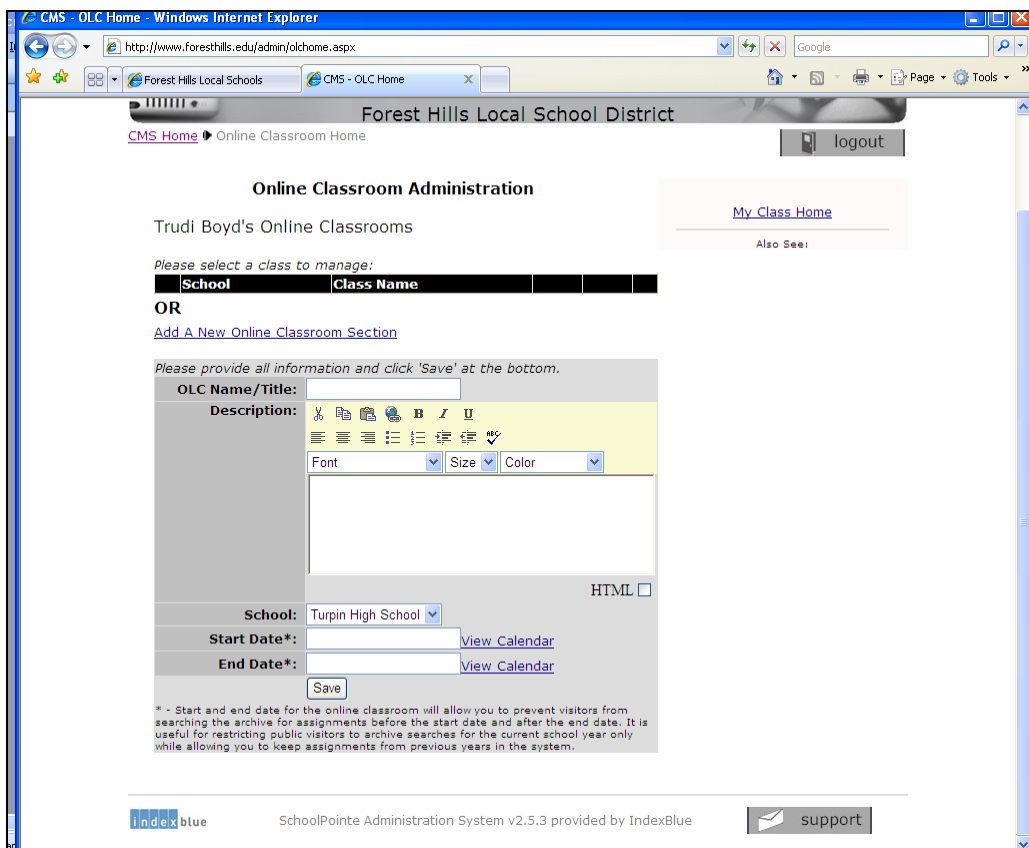
3. You will be on the home page of the Content Management System (CMS). Click Online Classroom Management.



4. This is the Online Classroom Administration page that belongs to Trudi Boyd. To add a classroom, click on “Add a New Online Classroom Section”. . .



and you will get the following screen.



5.

Type the name of your class.

These symbols are all your formatting tools for your text.

Type a description of the class or your expectations or whatever you want students and parents to see about your class.

School name should be Turpin.

Start Date is when you want the material about your class to be visible.

End Date is when you want the material to no longer be visible.

Click Save.

Forest Hills Local School District
CMS Home Online Classroom Home logout

Online Classroom Administration

Trudi Boyd's Online Classrooms

Please select a class to manage:

School	Class Name
Turpin High School	AP Calculus

OR

[Add A New Online Classroom Section](#)

Please provide all information and click 'Save' at the bottom.

OLC Name/Title: AP Calculus

Description: Calculus is a one-year, Advanced Placement course for the college-bound honors student. Topics include rates of change, derivatives, curve sketching, maxima and minima.

Counter New 2 Color

HTML

School: Turpin High School

Start Date*: 1/23/2008 [View Calendar](#)

End Date*: 6/6/2008 [View Calendar](#)

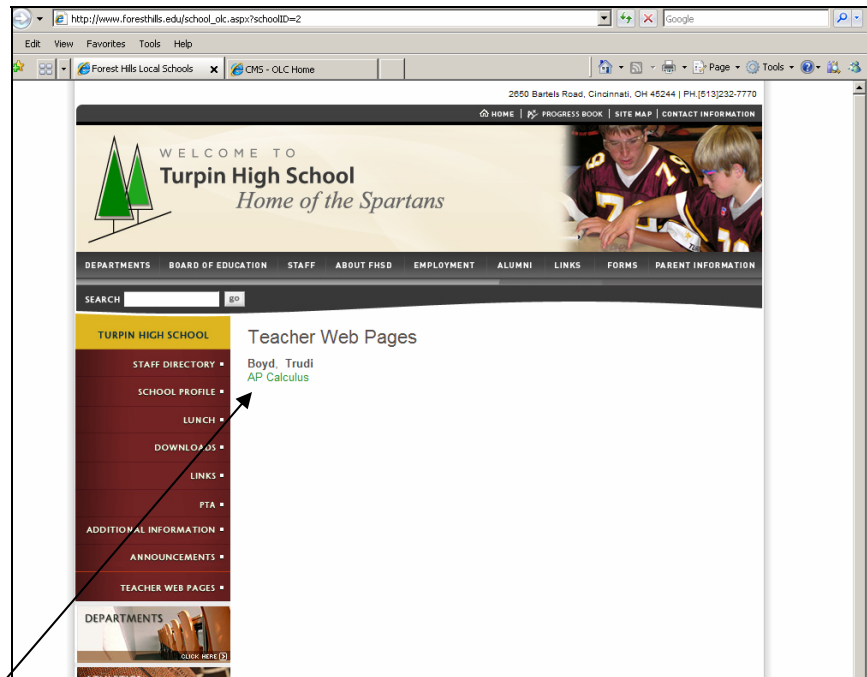
Save

* - Start and end date for the online classroom will allow you to prevent visitors from searching the archive for assignments before the start date and after the end date. It is useful for restricting public visitors to archive searches for the current school year only while allowing you to keep assignments from previous years in the system.

indexblue SchoolPointe Administration System v2.5.3 provided by Indexblue support

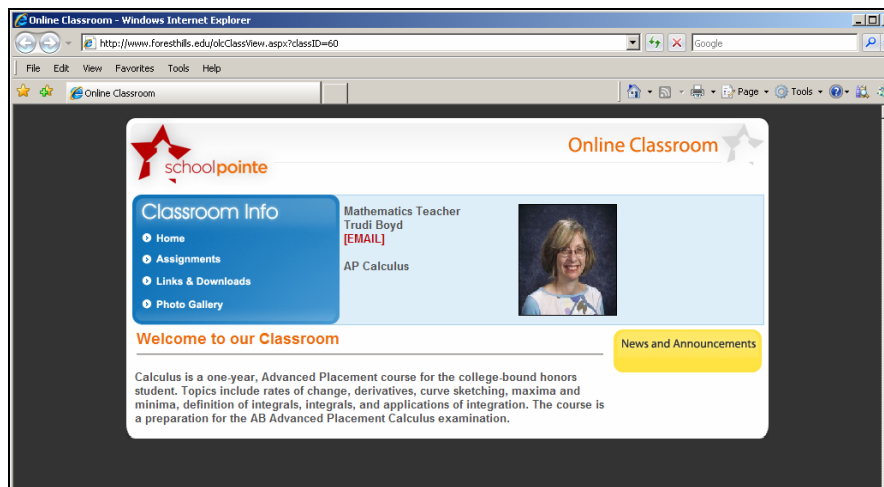
Click My Class Home to move to the next step.

This is the teacher page that has now been created.

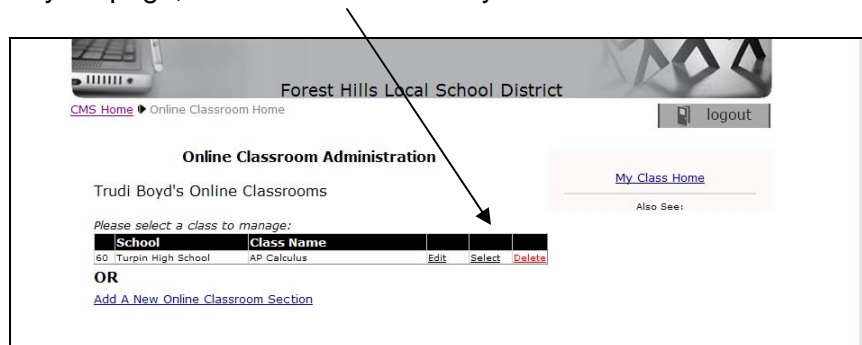


Click on the class name...

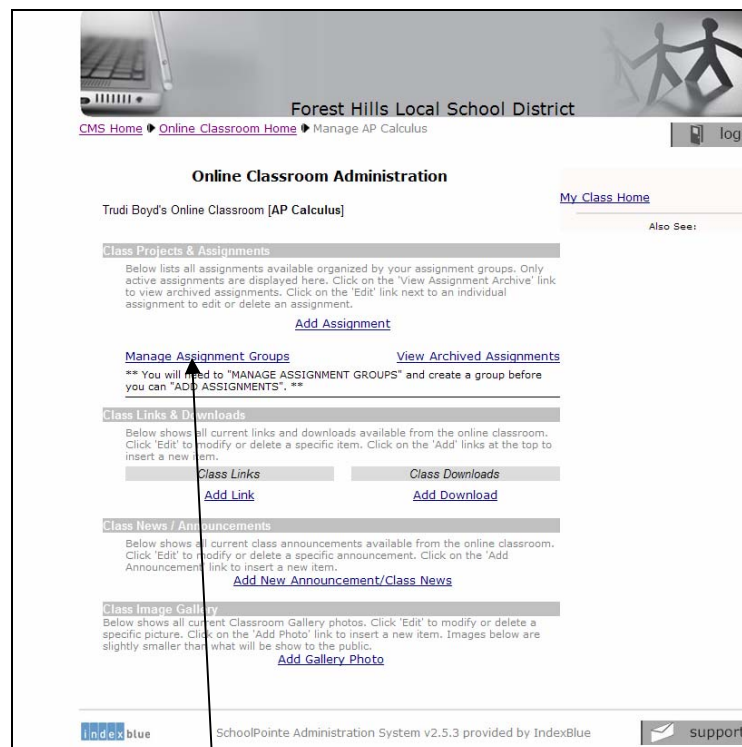
and teacher page appears.



6. To add assignments to your page, click Select to choose your classroom...



and the following page appears.



7. Before you add an assignment, you must make an assignment group. Example: Homework, Quizzes, Tests, Labs, Journal, etc. Click Manage Assignment Groups.

8. Type in a group name and a rank (order in which you want groups to appear). Click Save.

Forest Hills Local School District

[CMS Home](#) ▶ [Online Classroom Home](#) ▶ [Manage AP Calculus](#) ▶ Class Assignments

Logout

Online Classroom Administration

AP Calculus Assignment Groups

[My Class Home](#)

Also See:

Assignment Group List
Select a group category by clicking on the 'Edit' link next to the group you would like to edit. Click on the 'Delete' link next to the category you would like to remove.

ID	Title	Rank	
136	Homework	1	Edit Delete

Add/Edit Groups
All fields with an asterisk (*) are required!

Group Name*: Homework

Rank*: 1

Save

You will get a message that your group has been added. Click Manage AP Calculus to return to previous screen.

Forest Hills Local School District

[CMS Home](#) ▶ [Online Classroom Home](#) ▶ [Manage AP Calculus](#) ▶ Class Assignments

Logout

Online Classroom Administration

AP Calculus Assignment Groups

[My Class Home](#)

Also See:

Assignment Group List
Select a group category by clicking on the 'Edit' link next to the group you would like to edit. Click on the 'Delete' link next to the category you would like to remove.

ID	Title	Rank	
136	Homework	1	Edit Delete
137	Homework	2	Edit Delete

Add/Edit Groups
All fields with an asterisk (*) are required!
Your new group has been added!

Group Name*: Homework

Rank*: 1

Save

9. It is now possible to add an assignment. Click Add Assignment.

Forest Hills Local School District

[CMS Home](#) ▶ [Online Classroom Home](#) ▶ [Manage AP Calculus](#)

Logout

Online Classroom Administration

Trudi Boyd's Online Classroom [AP Calculus]

[My Class Home](#)

Also See:

Class Projects & Assignments
Below lists all assignments available organized by your assignment groups. Only active assignments are displayed here. Click on the 'View Assignment Archive' link to view archived assignments. Click on the 'Edit' link next to an individual assignment to edit or delete an assignment.

[Add Assignment](#)

[Manage Assignment Groups](#) [View Archived Assignments](#)

Homework

Class Links & Downloads
Below shows all current links and downloads available from the online classroom. Click 'Edit' to modify or delete a specific item. Click on the 'Add' links at the top to insert a new item.

[Class Links](#) [Class Downloads](#)

[Add Link](#) [Add Download](#)

Class News / Announcements
Below shows all current class announcements available from the online classroom. Click 'Edit' to modify or delete a specific announcement. Click on the 'Add Announcement' link to insert a new item.

[Add New Announcement/Class News](#)

Class Image Gallery
Below shows all current Classroom Gallery photos. Click 'Edit' to modify or delete a specific picture. Click on the 'Add Photo' link to insert a new item. Images below are slightly smaller than what will be shown to the public.

[Add Gallery Photo](#)

10.
Type a title.

Type the assignment.

Type assignment date and due date.

Type dates for this assignment to appear on
your webpage.

Click Save.

Forest Hills Local School District
CMS Home • Online Classroom Home • Manage AP Calculus • Class Assignments

logout

Online Classroom Administration

AP Calculus Assignment Management

My Class Home

Also See:

Add A New Assignment

All fields with an asterisk are required!

Group*: Homework

Title*: Homework 1

Description: Courier New 2 Color

Read pgs. 245-256.
Do pg. 256 (1-30, 41-55 odd)

HTML ☐

Assignment Date: 1/23/2008 (optional) View Calendar
(mm/dd/yyyy format)

Due Date: 1/25/2008 (optional) View Calendar
(mm/dd/yyyy format)

Activate Date*: 1/23/2008 View Calendar
(mm/dd/yyyy format)

Expiration Date*: 3/20/2008 View Calendar
(mm/dd/yyyy format)

Save

You can add another assignment or return to
previous page by clicking Manage AP
Calculus.

Forest Hills Local School District
CMS Home • Online Classroom Home • Manage AP Calculus • Class Assignments

logout

Online Classroom Administration

AP Calculus Assignment Management

My Class Home

Also See:

Add A New Assignment

All fields with an asterisk are required!
Your assignment has been added!

Group*: Homework

Title*:

Description: Font Size Color

HTML ☐

Assignment Date: (optional) View Calendar
(mm/dd/yyyy format)

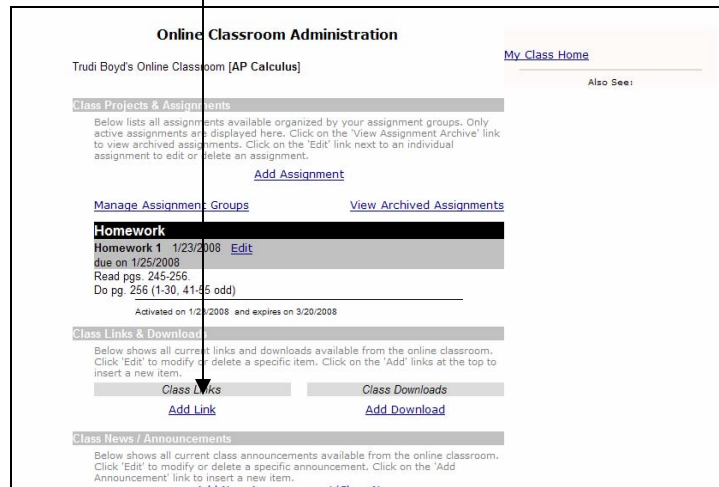
Due Date: (optional) View Calendar
(mm/dd/yyyy format)

Activate Date*: View Calendar
(mm/dd/yyyy format)

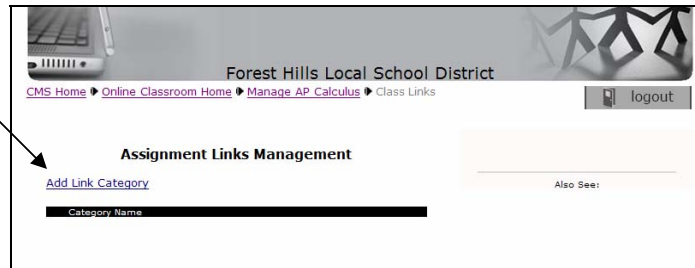
Expiration Date*: View Calendar
(mm/dd/yyyy format)

Save

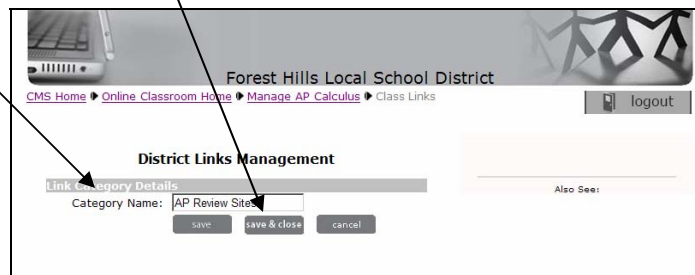
11. To add a link to your webpage, click Add Link.



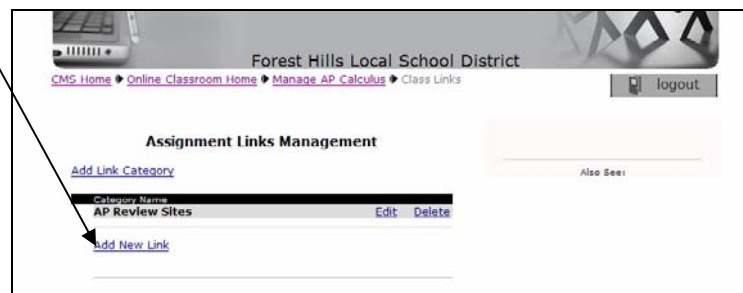
Click Add Link Category.



Type category name, then click save & close



Now you can Add New Link.



11.
Type URL.

Type a title for the site.

Type a description of the site (optional).

Browse for an image if you'd like.

Click save & close.

Forest Hills Local School District

CMS Home Online Classroom Home Manage AP Calculus Class Links

logout

District Links Management

Link URL:

Link Title:

Description:

Image: Browse

Placement: Placement Options

save & close cancel

Click Manage AP Calculus to return to Online Classroom Administration page.

Forest Hills Local School District

CMS Home Online Classroom Home Manage AP Calculus Class Links

logout

Assignment Links Management

[Add Link Category](#)

Category Name	
AP Review Sites	Edit Delete

[Add New Link](#)

AP Calculus Review with Flashcards	Edit Delete
------------------------------------	---

12. To add a download/form i.e. worksheets, handouts, class rules, letter to parents, etc., click Add Download

Forest Hills Local School District

CMS Home Online Classroom Home Manage AP Calculus

logout

Online Classroom Administration

Trudi Boyd's Online Classroom [AP Calculus] [My Class Home](#)

Also See:

Class Projects & Assignments

Below lists all assignments available organized by your assignment groups. Only active assignments are displayed here. Click on the 'View Assignment Archive' link to view archived assignments. Click on the 'Edit' link next to an individual assignment to edit or delete an assignment.

[Add Assignment](#)

[Manage Assignment Groups](#) [View Archived Assignments](#)

Homework

Homework 1 1/23/2008 [Edit](#)

due on 1/25/2008

Read pgs. 245-256

Do pg. 256 (1-30, 41-55 odd)

Activated on 1/23/2008 and expires on 3/20/2008

Class Links & Downloads

Below shows all current links and downloads available from the online classroom. Click 'Edit' to modify or delete a specific item. Click on the 'Add' links at the top to insert a new item.

[Class Links](#) [Class Downloads](#)

[Add Link](#) [Add Download](#)

Class News / Announcements

Below shows all current class announcements available from the online classroom. Click 'Edit' to modify or delete a specific announcement. Click on the 'Add Announcement' link to insert a new item.

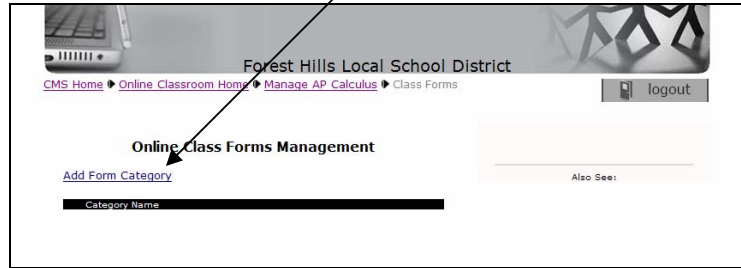
[Add New Announcement/Class News](#)

Class Image Gallery

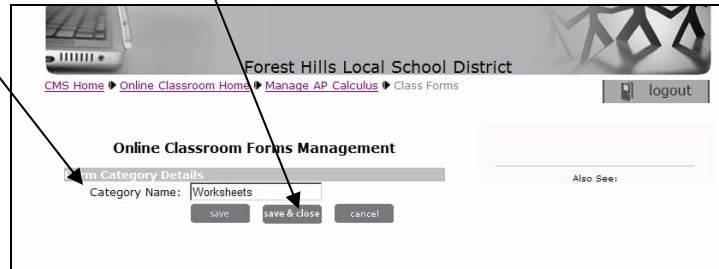
Below shows all current Classroom Gallery photos. Click 'Edit' to modify or delete a specific picture. Click on the 'Add Photo' link to insert a new item. Images below are slightly smaller than what will be shown to the public.

[Add Gallery Photo](#)

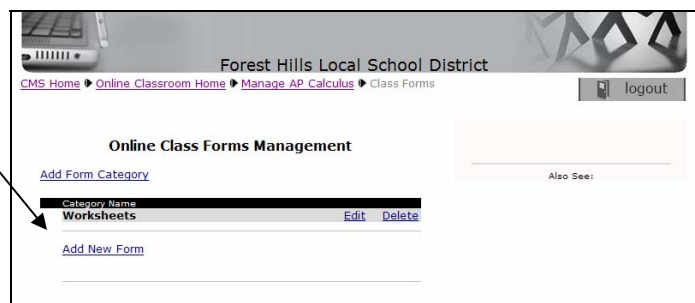
Add a category for your downloads; click Add Form Category.



Type in category name and click save & close.



Click Add New Form to insert a download.

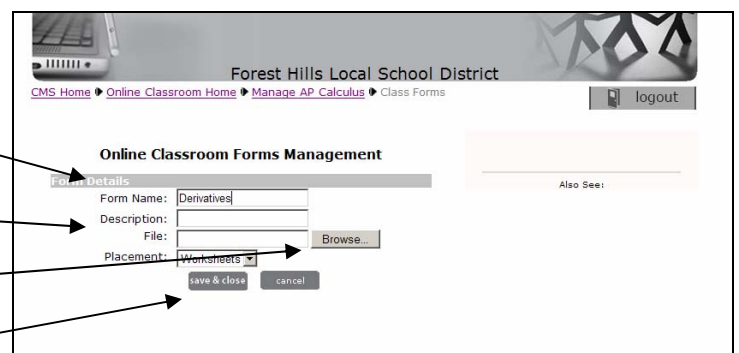


13.
Type in form name.

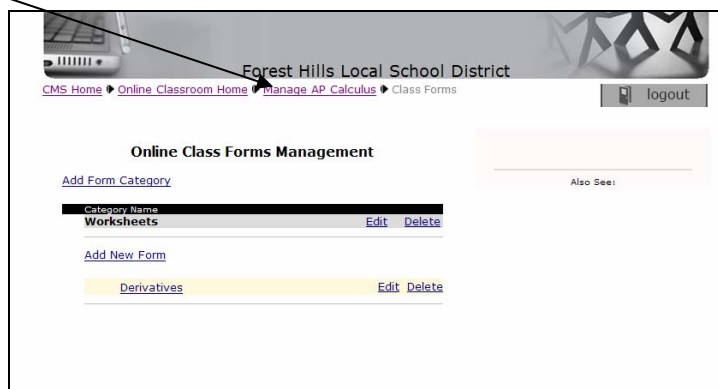
Type a description if you want (optional).

Click Browse to find your file on your H: drive (or wherever).

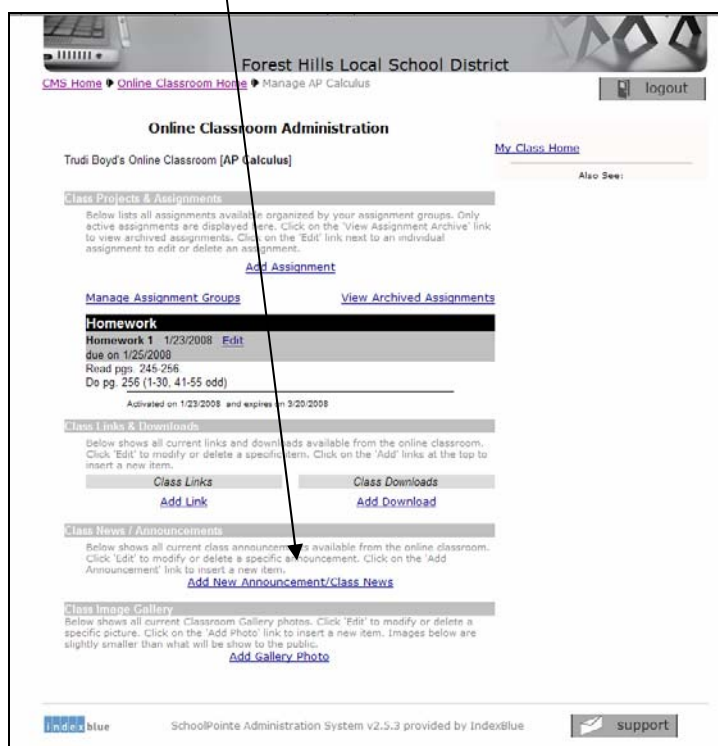
Click Save & close.



Click Manage AP Calculus to return to Online Classroom Administration page.



14. To add an announcement, click Add New Announcement/Class news



15.
Type a title.

Type the announcement or new item.

Type display and expiration dates.

Add an image, document, or link if you want.

Click Save.

Forest Hills Local School District
CMS Home | Online Classroom Home | Manage AP Calculus | News & Announcements | logout

Online Classroom Administration
AP Calculus News & Announcements | My Class Home

Also See:

Add A New Class News Announcement
NOTE: All fields with an asterisk (*) are required:

Header/Title*:

Body Text:

Courier New | 2 | Color

Chapter 6 test will be next Monday.

HTML ☐

Display Date*: [View Calendar](#)

Expiration Date*: [View Calendar](#)

Embedded Picture: [Browse...](#)

Document: [Browse...](#)

Document Title:

Link:

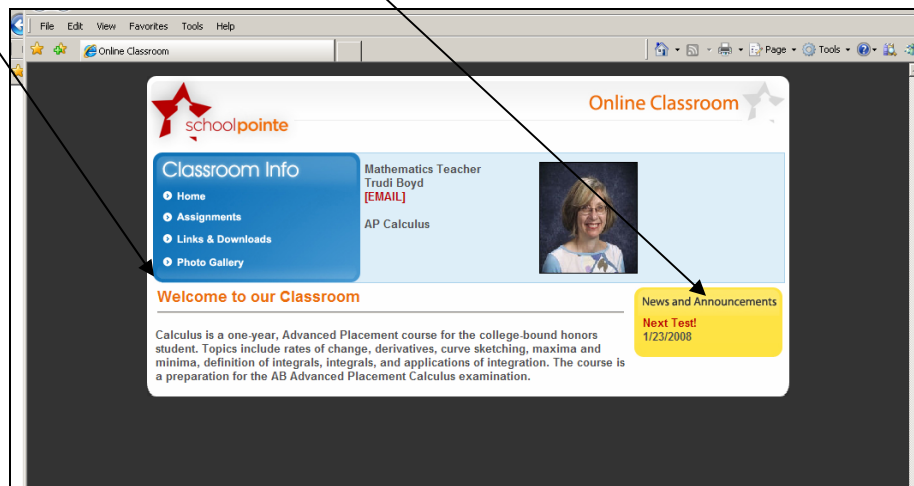
New Link URL:

New Link Text:

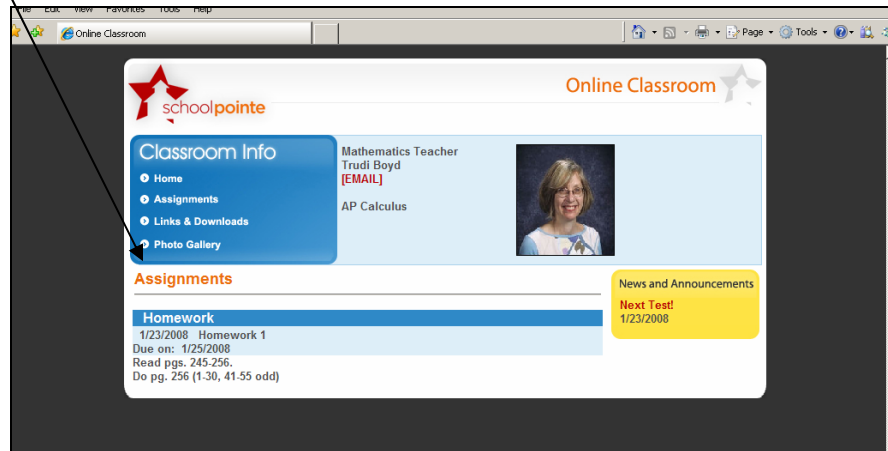
[Save](#) [Delete](#)

16. Now you can see what has been created.

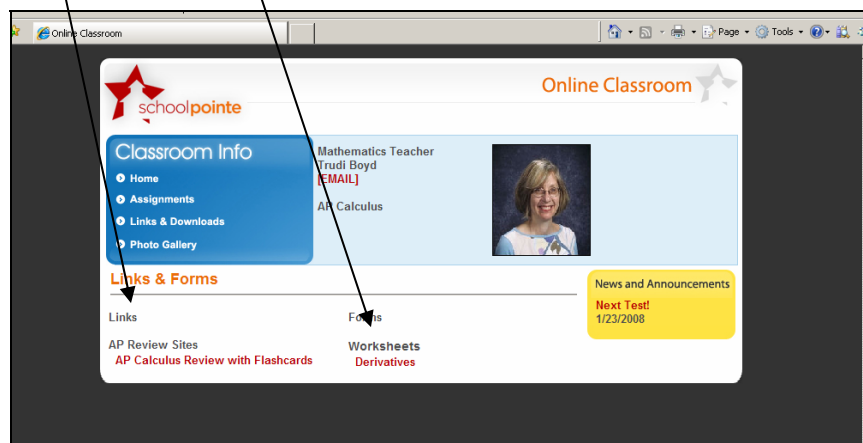
This is the home page which has the announcements on it.



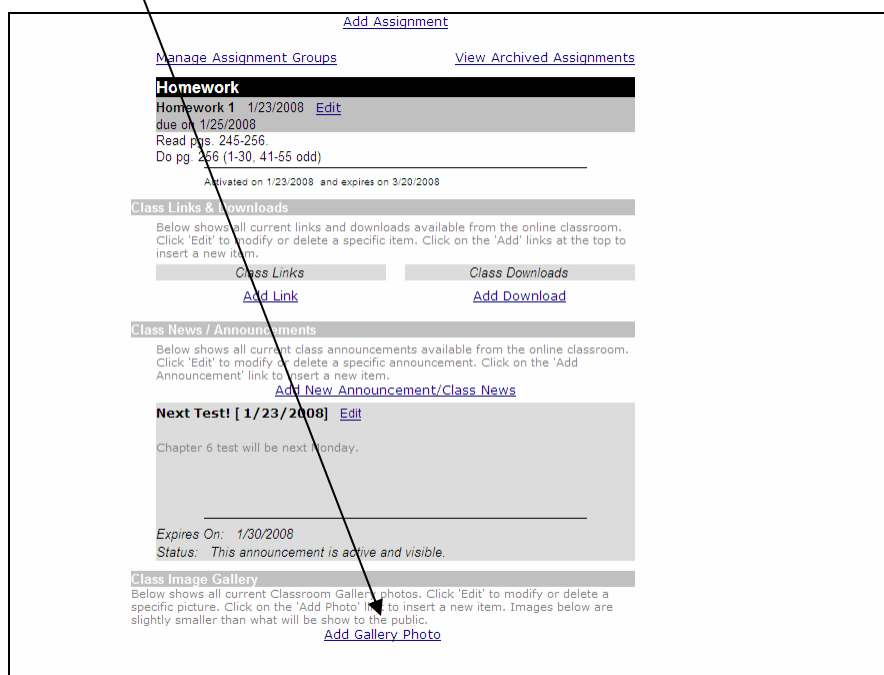
This is the assignment page.



This is the page with Links and Downloads.



17. The final section of the teacher webpage is the Photo Gallery that works very similarly to the other sections. Click on Add Gallery Photo.



Forest Hills Local School District

[Online Classroom Home](#)
[Manage AP Calculus](#)
[Class Photo Gallery](#)

Online Classroom Administration

AP Calculus Photo Gallery

[My Class Home](#)

Also See:

Add A New Gallery Photo

NOTE: All fields with an asterisk (*) are required!

Photo*: H:\My Webs\turpin2007\ty

Title*:

Caption:

Counter New 2 Color

This caption will be underneath the picture.

HTML ☐

Rank:

Forest Hills Local School District

[Online Classroom Home](#)
[Manage AP Calculus](#)
[Class Photo Gallery](#)

Online Classroom Administration

AP Calculus Photo Gallery

[My Class Home](#)

Also See:

Add A New Gallery Photo

NOTE: All fields with an asterisk (*) are required!

Photo*: H:\My Webs\turpin2007\ty

Title*:

Caption:

Counter New 2 Color

This caption will be underneath the picture.

HTML ☐

Rank:

Forest Hills Local School District

[Online Classroom Home](#)
[Manage AP Calculus](#)
[Class Photo Gallery](#)

Online Classroom Administration

AP Calculus Photo Gallery

[My Class Home](#)

Also See:

Add A New Gallery Photo

NOTE: All fields with an asterisk (*) are required!

Photo*: H:\My Webs\turpin2007\ty

Title*:

Caption:

Counter New 2 Color

This caption will be underneath the picture.

HTML ☐

Rank:

Forest Hills Local School District

[Online Classroom Home](#)
[Manage AP Calculus](#)
[Class Photo Gallery](#)

Online Classroom Administration

AP Calculus Photo Gallery

[My Class Home](#)

Also See:

Add A New Gallery Photo

NOTE: All fields with an asterisk (*) are required!

Photo*: H:\My Webs\turpin2007\ty

Title*:

Caption:

Counter New 2 Color

This caption will be underneath the picture.

HTML ☐

Rank:

Forest Hills Local School District

[Online Classroom Home](#)
[Manage AP Calculus](#)
[Class Photo Gallery](#)

Online Classroom Administration

AP Calculus Photo Gallery

[My Class Home](#)

Also See:

Add A New Gallery Photo

NOTE: All fields with an asterisk (*) are required!

Photo*: H:\My Webs\turpin2007\ty

Title*:

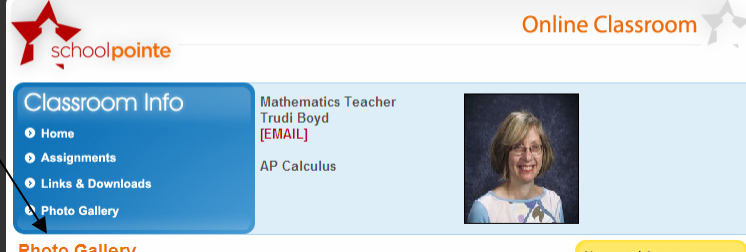
Caption:

Counter New 2 Color

This caption will be underneath the picture.

HTML ☐

Rank:



The image shows a screenshot of a web browser window titled "Online Classroom". The address bar shows a URL starting with "http://". The page content includes a header with the "schoolpointe" logo and the text "Online Classroom". Below this is a "Classroom Info" sidebar with links: Home, Assignments, Links & Downloads, and Photo Gallery. The main content area features a profile for "Mathematics Teacher Trudi Boyd" with a link to "[EMAIL]" and a photo of a woman. Below the profile is a "Photo Gallery" section with a photo of a school building and the caption "Turpin". A yellow box on the right contains "News and Announcements" with the text "Next Test! 1/23/2008".